



Department of Housing and Community Development

September 23, 2011

NOTIFICATION OF VACANCY

**HOUSING PROGRAM ANALYST
(Program Administration Specialist I)**

POSITION #00343

LOCATION:

**DHCD
600 E. MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

\$40,000 - \$45,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Housing Program Analyst to handle the set-up, tracking, draw-downs, reconciliation, and closure of HOME, Weatherization, LIHEAP, and Emergency Home Repair spending as well as assisting in the preparation of the annual application for funding the Weatherization Assistance Program and other State and Federal programs as assigned. This position also acts as the primary liaison with the agency's fiscal management staff and also with DSS to coordinate payment tracking, interagency transfers of funds, and payment reconciliations. Essentially the selected candidate will provide guidance and/or recommendations to grantees in the processing of draw-downs, payments and reports. Duties: receive and review subgrantee invoices for payment and/or reimbursement; ensure proper coding and expenditures are consistent with approved budgets; IDIS project set-up; ensure program files, spreadsheets and databases entries are accurate; provide fiscal status reports, production counts and expenditure information to personnel; reconcile internal financial systems with both federal and non-federal funding sources and other duties as assigned.

QUALIFICATIONS GUIDE:

Demonstrated ability to use PC with strong competency in EXCEL (spreadsheets) and ACCESS database programs. Knowledge of grant set-ups, draw downs, tracking and federal IDIS system. Accurate and thorough record keeping and data entry skills essential. Ability to analyze financial records, determine grant status, and provide regular updates on grant spending; to understand program requirements regarding grant draw downs and expenditures and provide status reports to other staff; to provide effective and accurate assistance to grantees on project set-ups and draw downs; and to communicate effectively orally and in writing. Strong customer service skills a must. Experience in tracking grant requests and payments. Experience with financial record keeping or bookkeeping or equivalent work experience. Experience in federal IDIS system preferred. Associate degree in accounting or related field or an equivalent combination of training and experience preferred. This position will be required to travel, a driver license is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, OCTOBER 7, 2011, 5:00 p.m. EST.

***For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer***

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.